

# Electronic Signature Submittal Guidelines



**Text** electronic signature format is required on submittals to ORCB/HWRB.

Electronic Signatures submitted to the ORCB/HWRB must be visible.

An Electronic Signature must be placed below the complimentary closing on each submittal document's signature line.

Electronic Signature must be identical to the individual signing off on the report or a principal of the firm.

Should you choose a signature handler other than Adobe, your third party handler must be compatible with Adobe Acrobat.

CD's and attachments to e-mail are being accepted.

Your Signature Certificate will be verified with your first document submittal.

Please notify the ORCB/HWRB ([esign@des.state.nh.us](mailto:esign@des.state.nh.us)) of any changes, which would affect your signature certificate. Updates may be required based upon advancement, employment changes and certificate expiration dates.